



*New Frontiers Program 2003
AO 03-OSS-03
Concept Study Kickoff Meeting*

Technical, Management, Cost, and
Other Factors (TMC) Requirements

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TMC Requirements Overview

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- The *Criteria and Guidelines for the Phase A Concept Study, along with the AO*, will **apply for the Concept Study**. The general and programmatic portions of the AO are still valid, including the Appendices.
- During Selection the priority was on Science. During Downselection, implementation details and commitments will be emphasized. **Mature planning, with complete details in all areas, will be expected in the Concept Study Report (CSR) in accordance with the *Criteria and Guidelines for the Phase A Concept Study*, including the following:**
 - Science Investigation (highlight any changes)
 - Technical Approach
 - Management Plan
 - E/PO
 - Phase B Plan
 - Cost Plan for Phases A through E
 - Cost Plan for any Extended Mission, PSP, and/or DAP
 - Required Appendices



TMC Requirements

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- The *Criteria and Guidelines for the Phase A Concept Study*, revised 8/14/04 defines all CSR preparation and submission requirements:
 - Reports in single volumes organized in Sections A-K;
 - Page formats and limitations as defined;
 - No references to Proposals (**The Downselection evaluation will only include the CSR's and information presented at the Site Visits**);
 - All contributions documented with signed commitments by the appropriate authorizing officials;
 - A Mission Definition and Requirements Agreement (MDRA), signed by all major proposal partners;
 - Planning for E/PO should be complete with all pertinent criteria; and
 - Appendices other than those specified are not allowed.



TMC Requirements (continued)

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- For Government provided services (ELV's, DSN, etc.), use the latest revised cost estimates from the identified POC's and include appropriate letters of commitment.
- If international participation is included, at least draft agreements should be submitted.
- Cost growth will be limited by the AO Cost Cap (\$700M FY 03), or a maximum of +20% cost growth from proposals, whichever occurs first.
- Use full cost accounting. Cost data submitted will be assumed to be both Costs and Obligations.
- Note long lead procurement needs and Confirmation Review (CR) constraints. Long lead procurements that require substantial portions of Phase C funding before the CR will not be allowed.
- Include all letters of endorsement from all organizations required to implement the Project.
- If Project is chosen at Downselection, the proposed costs submitted in the CSR are final unless NASA elects to renegotiate them during the Project Kickoff or at a later time.



TMC Requirements (concluded)

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- **CSR Due Date to NPRS is March 17, 2005 NLT 4:30 p.m. EST.**
 - Signed Original and 60 copies.
 - No late changes or errata sheets, no exceptions.
 - NPRS address and contact information is in the AO. ***TMC Evaluation is defined in the Criteria and Guidelines for the Phase A Concept Study, 8/14/04 revision.***
 - For Downselect, the technical merit and feasibility of the proposed investigation will be evaluated with the results being an assessment of science implementation risk using a scale of Low, Medium, and High with 9 possible grades.
 - For Downselect, the feasibility of the proposed approach for mission implementation including cost risk will be evaluated with the results being an assessment of mission implementation risk using a scale of Low, Medium, and High with 9 possible grades.
 - Cost adequacy and realism will be an important and emphasized TMC Risk consideration. CSR's at or near the Cost Cap, and/or with insufficient cost reserves, will likely be considered High Risk.
 - New technology items will add risk unless they are flight qualified (TRL 7) or have identified/demonstrated backups.

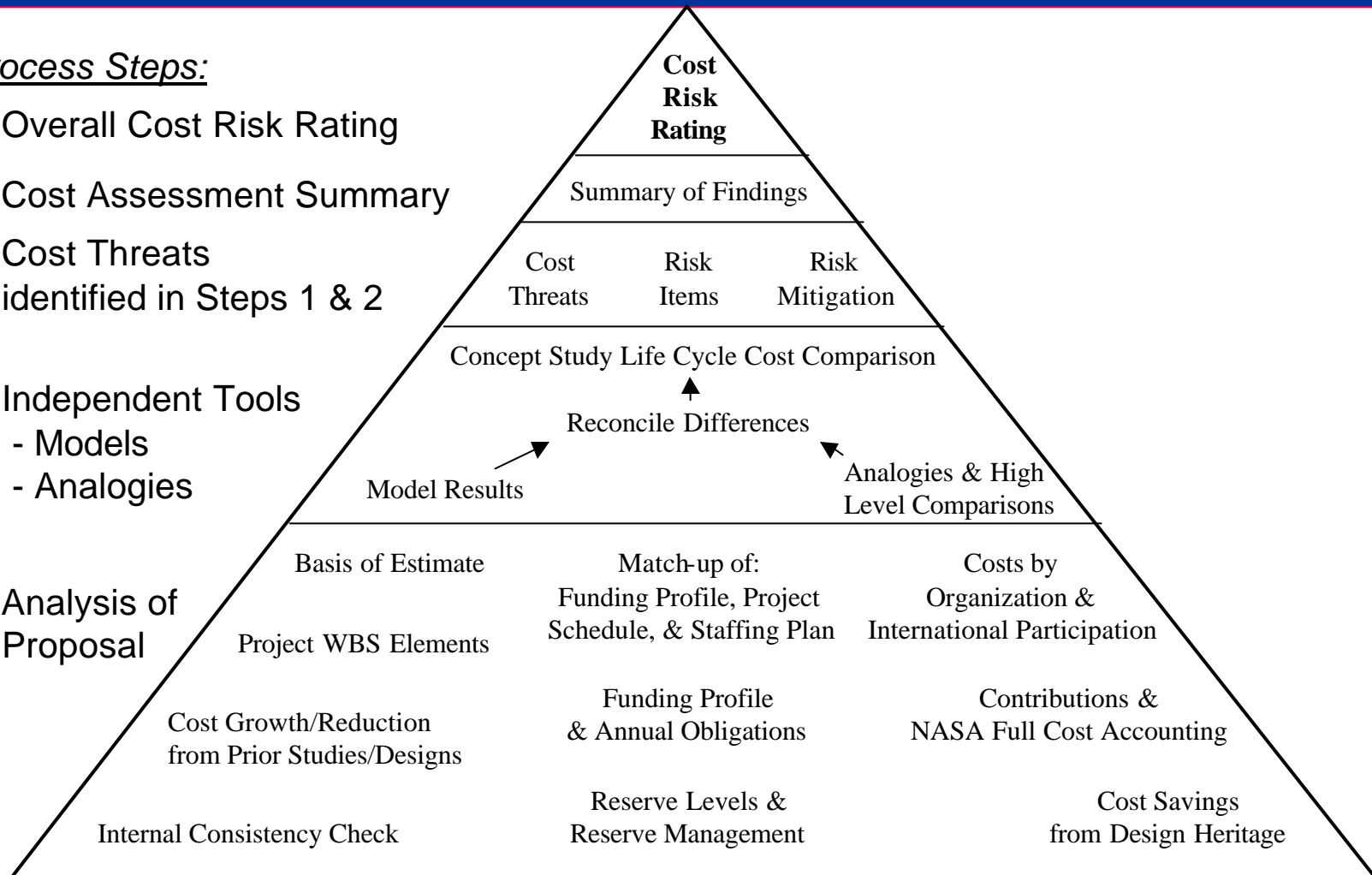


TMC Independent Cost Assessment Pyramid

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Process Steps:

5. Overall Cost Risk Rating
4. Cost Assessment Summary
3. Cost Threats
identified in Steps 1 & 2
2. Independent Tools
 - Models
 - Analogies
1. Analysis of Proposal



Cost is evaluated by the entire TMC Team



Site Visits

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- Site Visits with Oral Briefings will be used to clarify implementation details and commitments
- Site Visits are anticipated during the May 9-13 timeframe, at location sites to be determined by the PI/Proposal Team and coordinated with the TMC Chair, Brad Perry by email at raleigh.b.perry@nasa.gov or by telephone at 757-864-8257.
 - Briefings at each Site Visit will be limited to 8 hours with 1 additional hour for a site tour. (Suggest a schedule of 8:00 a.m. - 6:00 p.m. including 1 hour lunch).
 - All Site Visit presentations/briefings should be in a plenary session with all TMC Evaluation Team members attending - no splinter sessions.
 - Written questions will be submitted to the PI/Proposal Team approximately 8:30 a.m. EDT 5 days before the Site Visit. Both teams will have the same lead time.
 - Unless otherwise requested by NASA, only the information presented during the Site Visit and contained in the CSR will be considered during the evaluation.



Draft New Frontiers Downselect Schedule/Evaluation Flow

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